

Significant Activity Report

October 17, 2023

Assessor

- Met with Various Taxpayers to Review Property Assessments.
- Sent RFP (Request for Proposals) for 2025 town-wide reappraisal to State-approved appraisal firms and posted on VLCT (Vermont League of Cities & Towns) website.
- Attended New Hampshire Association of Assessing Officers (NHAAO) monthly meeting.
- Working on FY 2025 Budget.

Assistant Assessor

- Assisted Various Taxpayers with questions on property cards (ownership, real values, homestead, payments, HS122 etc.), processing property tax transfers, etc.
- Every Monday until November 1st, downloaded homestead declarations and state payments. Sent corrected tax bills and typical reports to finance.
- Attended Vermont Assessors and Listers Association (VALA) monthly meeting – Legislative Committee discussion on H480 bill (aka Act 68 2023)
- Working with cartographic company and CAMA system on tax maps (shape files)

Department of Public Works

Administration

Met with new town manager, John Haverstock, to provide an overview of the department and provided a tour of the DPW facilities at 173 Airport Road.

Finalizing project completion of the Quechee Main Street box culvert project.

Continue to oversee the construction of S. Main Street Parking Lot project.

Continue working on FY 25 department budget.

Highway Division:

Started paving road cuts where water main breaks occurred.

Spread calcium chloride on gravel roads to control dust.

Continued roadside ditching concentrating on known problem areas.

Repaired Old River culvert and washout.

Backed up driveways on paving projects.

Hydro seeded roadside ditching associated with paving projects.

Replaced failed culvert on Joe Ranger Road.

Started repair on Jericho Road associated with July 10 rain event.

Repaired culvert and road wash out on Podunk Road.

Contractor completed line stripping of paved roads.

Water Division:

Fixed internet issues at Quechee Well.

Finished reading Quechee and Hartford Meters.

Started meter reading edits for Quechee and Hartford.

Assisted Chase Excavation with leak at Coach Road Condos.

Assisted with new water tie in for Notts Excavation for Quechee Culvert.

Finished flushing hydrants in Quechee.

WRJ Pollution Abatement Plant

Sent in September 2023 state reports to the State of Vermont.

Champlin Associates working on #2 influent pump VFD problem.

Treatment plant tour with new town manager John Haverstock.

Yankee Generator is working on pump station generators.

State of Vermont / Weston Sampson Environment sampling our Influent and Effluent for PFAS.

Held staff meeting regarding work that needs to be completed before winter.

4th Quarter biosolids testing. (PCB's and Metals)

Annual Effluent testing. (Oil & Grease – Ammonia – Total Dissolved Solids – Phosphorus)

Dewatered 250,000 gallons of sludge.

Dewatered 25,000 gallons of sludge brought in from Quechee treatment plant.

Hauled all dewatered biosolids and grit to Lebanon land fill.

Performed routine maintenance at all ten wastewater pump stations.

Manosh hydro jetted 10,000 linear feet of sewer mains.

Manosh pumped out "A" Street pump station wet well.

Checked problem manholes around town, removed grit and rags from manholes.

Performed Dig Safe request to mark out sewer mains.

Quechee Pollution Abatement Plant

Met with new town manager John Haverstock and gave a tour of the facilities.

Continue working with Manosh on hydro jetting of sewer mains.

Continue soliciting price quotes for the control panel touchscreen for effluent filter #1.

Completed SharePoint data sharing project with IT.

SCADA system issues have been resolved and the system is operating as designed.

All leach fields have been mowed for the last time for this year.

Solid Waste Facility

Continue with general facility maintenance.

Department of Planning and Development

- Town Forest and Maanawaka Conservation Area – Replenished orange safety vests in Kiosks for loan to recreationists to wear during hunting season.
- Housing – Continued researching models for town housing development program.
- Town Plan Housing Chapter Update – Continued revisions to draft report in preparation for community meeting in November.
- Town Forest - Worked with County Forester and Hartford Area Career & Technology Center to coordinate annual logging chainsaw training for students in line with the town's Forest Management Plan.
- Downtown S Main Street Parking Lot Reconstruction (behind Northern Stage, Trail Break and VFW) – Continued working with DPW providing alternative parking during the South Main Street Municipal Parking, and weekly updates for the Town Website, downtown business and interested people. For construction question contact DPW at 802295-362, and Matt Osborn mosborn@hartford-vt.org for parking related questions.
- FY 2025 – Developing Department budget request.
- Land Development Review and Permits: Continued to assist the community regarding inquiries on development and permitting process and conducted inspections of completed projects for issuance of Certificates of Occupancy. Held Zoning Board of Adjustment meeting.
- Town Plan Economic Development Chapter Update – Finalized Request for Proposals to hire a consultant to work with the Town on the update.

Town Clerk

- We are pleased to welcome Melinda Brooks to the new, part-time Assistant Town Clerk position. Sherry and I are excited to have her on our team.
- The Board of Abatement will hold hearings for abatement requests on October 16, 2023.

- The Clerk will attend the Secretary of State's Clerk Advisory Council meeting remotely on October 17, 2023.

Environmental Sustainability Coordinator

- On Saturday September 30th Parks and Recreation demoed one of their new electric Toro zero turn mowers at the Upper Valley EV Expo in Lebanon, NH. The organizers of the event estimated that around 400 people attended the event and Parks and Recreation Director Scott Hausler and the Environmental Sustainability Coordinator didn't go more than a minute or two without somebody stopping by to ask if the mowers were actually electric and how well they worked. There have also been inquiries since the event from other municipalities and housing associations into how they can set up a time for their landscapers, park crews, and decision makers to see the mower and ask questions to our primary users in Parks and Recreation.

-On Tuesday October 10th the Environmental Sustainability Coordinator participated in a panel discussion titled *Navigating the Energy Transition Across New Hampshire and Vermont: Stories from Practitioners* at Dartmouth's Irving Institute. Lebanon's Building & Energy Manager and our Regional Planning Commission's Intermunicipal Energy Coordinator also spoke. Although each of them highlighted different projects happening in the municipalities that they work with there was a consistent theme that municipalities need to collaborate as we go through an energy transition towards electrification and that the three of us communicate frequently. One example was recent conversations about Hartford and Lebanon installing charging stations that would charge each other's emergency vehicles in case one of the communities grids went down for a while. We are probably a decade away from having EV emergency vehicles but these are the things we need to plan for now.

-The Hartford Energy Commission's Window Dresser's build is taking place at Damon Hall October 12th-19th. On Thursday October 12th all of the equipment and pieces to make window inserts were delivered and around 25 volunteers got to work making the frames. By Wednesday October 18th we expect to make 201 custom window inserts that when installed this winter will help local residents cut down on their utility bills and greenhouse gas emissions.

Hartford Police Department – October 17, 2023, Select Board Meeting

- Officer Cryan has successfully completed the Firearms Instructor training.
- Both Officer Bennett and Officer Cryan will be participating in the upcoming Glock Armorer training, which will allow the HPD to provide maintenance and support for the department's firearms.
- Several officers have either already attended or are scheduled to attend the mandatory Fair and Impartial Policing training. This training is available both in-person and through Zoom.
- Chief Sheldon recently participated in a meeting led by James Baker from JW Consulting, which took place in Bennington. This meeting brought together numerous police chiefs, social service providers, mental health professionals, EMS personnel, and data/crime analysts. The primary objective of this gathering was to further the discussion on collaborative efforts between law enforcement and the community, as well as the utilization of data to decrease crime within local communities. This initiative aligns with the Governor's 10-point plan, specifically point #8.

#8 Apply Vermont’s Pandemic Response Model to Public Safety, Social Services & Mental Health – As it did in its nation-leading pandemic response, State government must measure activity and respond in real-time, identify causal factors and take action to prevent crime and better serve the vulnerable. The Governor has directed relevant state agencies/departments with public safety, social service, substance abuse prevention and treatment, and mental health missions to meet at least weekly to identify and track hot spots, repeat offenders and others known to law enforcement and social service providers. Their objective will be to swiftly deploy needed interventions and/or services, and to actively disrupt patterns and prevent interactions with the criminal justice system. This strategy acknowledges violent crime is often a symptom of misguided policies and/or inadequate coordination between programs and systems.

The complete 10-Point Action Plan Framework for Public Safety Enhancement & Violence Reduction, as outlined by the Governor, is available for reference online.

Chief Sheldon is collaborating with Danielle Clayton of the Clara Martin Center to integrate an Overdose Response person into the HPD. Funding for this position has been secured through a grant authored by Clayton and subsequently awarded to the Clara Martin Center.

Nature of Incidents -----	Total Incidents -----
911 Hangup Call	12
Abandoned Vehicle	1
Agency Assistance	11
Animal Problem	9
Assault	1
Burglary Alarm	18
Citizen Assist	14
Citizen Dispute	3
Condition of Release Violation	1
Traffic Accident with Damage	8
Traffic Accident with Injuries	1
Custodial Dispute	1
Untimely	1
Directed Patrol	89
Disorderly Conduct/Noise	2
DUI Alcohol or Drugs	1
Family Fight/Domestic	2
Foot Patrol	16
Found Property	3
Fraud	1
Harassment	1
Illegal Burning	1
Information Report	1
Intoxicated Person	1
Juvenile Problem	5

Lock Down Drill	2
Loitering	1
Lost Property	2
Mental Health Emergency	5
Missing Person	1
Motor Vehicle Complaint	15
Noise Disturbance	3
Parking Problem	1
Phone Problem /Harassment	2
Property Damage, Non-Vandalism	2
Public Speaking	1
Restraining Order	1
Sex Offender Registry	2
Sex Offense	3
Unknown Medical Emergency	2
Solid Waste Complaint	1
Special Detail	5
Suicide Threat	2
Suspicious Person	8
Suspicious Person/Circumstance	25
Theft	2
Threatening	1
Traffic Hazard	4
Traffic Violation	5
Training	1
Trespassing	2
Unlawful Mischief	3
Wanted Person	1
<u>Welfare Check</u>	<u>12</u>
Total Incidents for This Report:	319

Parks & Recreation

- WABA – Preferred Mechanical was on site on Monday, October 9th to install the rink seal. The seal was effective and the Parks Staff has begun making ice. The painters will be here on Monday, 10/16 to paint the ice. WABA will be open for the season on Tuesday, 10/17.
- South Shore Pools will be here on 10/16 to close down our pool for the season.
- Friday, 10/13 – We have our Halloweenie Movie Night event at Lyman Point Park from 5pm-8pm.
- Monday, 10/8 – We ran a Laser Tag Trip with a group of 12 teenagers to the Strategy Zone.
- Tuesday, 10/9 – we ran a Youth Enrichment Program for 12 kids, due the no school day.
- Our Adventure Club program wrapped up this week with an archery program and a paddle on the CT River.

Fire Department

With greatest appreciation we say thank you for your service to Firefighter/Paramedic Michael Tidwell (16 Years) on his retirement and Lt. Christian Henault (9 Years) who separated service with the department on October 12th.

The department is currently advertising to fill these positions.

October is Fire Prevention month. The Public Safety building will be holding an open house on October 14, 2023 from 10-1:00pm.

Fire Incident Report

<https://www.hartford-vt.org/DocumentCenter/View/9727/Fire-Incidents101723>

IT

- Helped dispatch cable their main consoles
- Assisted DPW with pubworks data workflow
- Finished server project, reconfigured new backups for new machines
- started prep for server file migration at Town Hall
- Continued directing cable running for public safety cameras
- Prepped network for public safety camera server install

Finance

Conducting FYE 2023 Audit (10/10/23-10/27/23)

ARPA Reporting

Set up FYE 2025 Budget Module

Imported FYE 2024 Budget

Completing FYE 2023 Year End Reporting

